

RMAHF
Volunteer Job Description

Are you looking for an opportunity to be part of something bigger and more meaningful than you ever imagined. If the answer is yes, we invite you to join our team as a Rocky Mountain Adventist Healthcare Foundation **VOLUNTEER**. You would be working with a team that believes in transforming lives, enjoys making a difference within the communities they serve and have fun while doing it!

At RMAHF we believe generosity heals. Our mission, within the greater mission of Centura Health, is to ignite passionate giving by connecting generous hearts to transform lives. We have the privilege of transforming lives of those seeking health and healing at Adventist hospitals across Colorado: Avista Adventist Hospital, Castle Rock Adventist Hospital, Littleton Adventist Hospital, Parker Adventist Hospital, and Porter Adventist Hospital.

Summary: There are a variety of tasks depending on project/event deadlines in the Rocky Mountain Adventist Healthcare Foundation (RMAHF) office. This will include answering phones, administrative tasks, preparations prior to events, day of event opportunities, etc. as assigned by the Development Coordinator who has oversight of the volunteer program. This position helps to extend the resources in the RMAHF office to better assist and direct the needs of our donors.

Essential Duties and Responsibilities

- Donor Engagement – enter donor data into database, make thank you calls to donors, write personal thank you notes, etc.
- General Office Duties – answer phones, filing, scheduling
- Other duties specifically around coordination of special events, or as assigned

Requirements

- Must present a professional appearance and a friendly manner
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative, and detail-oriented
- Respect and maintain confidentiality of RMAHF volunteers, partners, and donors
- Computer skills are desired, but not necessary

Training & Supervision

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
 - Phone System Tutorial
 - Database Tutorial
 - Filing System

Training and supervision conducted by: Development Coordinator or designated trainer

Time Commitment

- Once per week for 4 hours

Events Volunteer Job Description

Rocky Mountain Adventist Healthcare Foundation

Are you looking for an opportunity to be a part of something bigger and more meaningful than you ever imagined? If the answer is yes, we invite you to join our team as a Rocky Mountain Adventist Healthcare Foundation Volunteer. You would be working with a team that believes in transforming lives, enjoys making a difference within the communities they serve and have fun while doing it!

At RMAHF we believe generosity heals. Our mission, within the greater mission of Centura Health, is to ignite passionate giving by connecting generous hearts to transform lives. We have the privilege of transforming lives of those seeking health and healing at Avista, Castle Rock, Littleton, Parker, and Porter Adventist Hospitals.

Summary: With all five hospitals, we have multiple events year-round. From golf tournaments to galas, there is a lot to be done to ensure our donors have the best experience at our events. This includes communicating with sponsors through email and phone, assisting in event preparations, day of event opportunities, and more.

Essential Duties and Responsibilities

- Sponsor communication – follow-up phone calls with event sponsors, mailing projects, entering sponsor/attendee information into database
- Event preparation – mailing auction letters to businesses, assisting in pre-event details such as venue selection, catering menu, and décor ideas
- Other duties specifically around special events

Requirements

- Must present a professional appearance and a friendly manner
- Be courteous and personable when dealing with the public
- Have strong attention to detail and organizational skills
- Computer skills necessary

Training & Supervision

- Attends general volunteer orientation
- Completes office orientation which includes training on the following items:
 - Phone System Tutorial
 - Database Tutorial
 - Filing System
 - Training and supervision conducted by: Development Coordinator or designated trainer

Time Commitment

- 3 – 4 days per week or total of 10 – 15 hours
- Flexible scheduling